

**CHANGEOVER DETAILS:**

Account number (or supply number)

Changeover Date  Meter read & Date taken

Tick one box                       Outgoing                       Incoming

**OUTGOING OCCUPANT:**

Contact name:                       TITLE                       FIRST NAME                       SURNAME

Tick one box                       Occupier                       Managing Agent                       Landlord

3rd Party/Broker Name:

Contact Telephone

Forwarding Address (For the final bill or any potential credit.)  Postcode:

**INCOMING OCCUPANT/LANDLORD'S DETAILS:**

Company Name  Company Registry no.

Contact Name                       TITLE                       FIRST NAME                       SURNAME

Position in Company  Date of Birth (if Sole Trader)

Contact Telephone  Email Address

Future Correspondence Address  Postcode:

Residential Address (if Sole Trader)  Postcode:

Completed by

Date

Please note: if all details pertaining to the change of occupancy are not provided to Total Gas & Power at the point of submission of this form, there may be a delay in the request being processed due to missing information and may require further validation.

The information included in this form will be used to carry out the legal change of occupancy at the site, and will aid Total Gas & Power in ensuring the change is completed successfully and in a timely manner. For further information about how we safeguard and process customer data please refer to our website - [www.gas-power.total.co.uk/customer-data](http://www.gas-power.total.co.uk/customer-data)

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**Total Gas & Power**  
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